



## Job Posting

**Job ID:** 24091  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Exec.Admin (Non-union)  
**Job Category:** Secretarial - Non Union  
**Classification Title:** Admin Assistant 3  
**Business Title:** Legal Administrative Assistant  
**VP/Faculty:** Office of the President  
**Department:** University Counsel Office  
**Salary Range:** \$41,871.00 (minimum) - \$46,522.00 (midpoint) - \$51,175.00 (maximum)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 09/01/2016 **Ongoing:** Yes  
**Funding Type:** Budget Funded  
**Closing Date:** 08/10/2016 **Available Openings:** 1

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[Return to Previous Page](#)

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Guiding principle: "Midpoint" of the hiring salary range means the individual possesses full job knowledge, qualifications and experience.

### Job Summary

Provides confidential administrative support for the Office of the University Counsel, UBC's in-house Legal Department. Responds to general enquiries from academic departments, faculty members, and the general public.

### Organizational Status

Reports to the Assistant to the University Counsel. Works directly with Legal Counsels. Liaises with all levels of executive and administrative units, faculties and departments.

### Work Performed

- Provides confidential legal administrative support to lawyers, prioritizing tasks, determining urgency of requests, maintaining their calendars and preparing expense claims.
- Responds to written and oral enquiries of an interpretive nature based on thorough knowledge of University and departmental guidelines, procedures and policies.
- Organizes and maintains confidential legal files that require considerable knowledge and interpretation.
- Plans and coordinates arrangements for travel and various other functions.
- Coordinates the tracking, signature, distribution and filing of legal agreements between the University and external parties.
- Assists Legal Counsels with the development process for university policies and procedures; preparing dockets for submission to the Board of Governors; updating the policies and procedures section of the department's website; maintaining policy files.
- May provide assistance to the President's Advisory Committee on Student Discipline including

reviewing documents; preparing letters and agendas; prioritizing and preparing cases in accordance with the Student Discipline process; organizing and attending meetings; taking notes; responding to students' enquiries; advising faculties, departments and students on practices and providing administrative assistance to the Chair of the Committee; maintaining student discipline files.

- May maintain and update department website.
- May train, oversee and direct the work of temporary clerical staff and students; and
- Performs other related duties as required.

### **Supervision Received**

Work is done under limited supervision. The Administrative Assistant is expected to work closely with his or her lawyers, be proactive in anticipating their needs, as well as taking their instructions with respect to administrative support for their legal work. The Administrative Assistant is expected to apply sound judgment in prioritizing tasks in order to best fulfill the mission of the office.

### **Supervision Given**

May oversee the work of administrative staff, temporary clerical staff and students.

### **Consequence of Error/Judgement**

Exercises judgement and initiative in handling matters of a non-routine nature requiring the interpretation of University and departmental guidelines, policies and procedures in planning the sequence of duties, the work methods to be employed and the action to be taken.

### **Qualifications**

High School graduation and two years post-secondary education. University degree and/or certificate from a legal secretarial program required. 4 years related experience or the equivalent combination of education and experience. Minimum five years' experience working in a legal office preferred. Ability to type 60 wpm and word processing/computer experience required (Word, Excel, PowerPoint, SharePoint or other document management programs preferred). Proficiency in the use of English grammar, spelling and punctuation; proficiency with legal terminology preferred; ability to exercise tact and discretion in dealing with confidential and sensitive matters. Effective oral and written communication, interpersonal, organizational and problem solving skills. Sound judgment and ability to maintain accuracy and pay close attention to detail is a necessity. Ability to adapt to changing priorities, multitask, and take initiative. Experience working in a fast paced environment. Knowledge of UBC policies and procedures preferred.

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.

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[Return to Previous Page](#)

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